

Finance Department • 102 N Neil St • Champaign IL 61820 • (217) 403-8940 • fax (217) 403-8995 • www.ci.champaign.il.us

#### APPLICATION FOR TRANSIENT MERCHANT LICENSE

"Itinerant merchant" means any person, whether as owner, agent, or employee, whether a resident of the City or not, who is in the business of selling or taking orders for the sale of goods within the City for a temporary period of time of less than thirty (30) days in any calendar year and who, in furtherance of such purposes, hires, leases, uses or occupies any fixed location within the City for the exhibition and sale of Such goods or services.

"Peddler" means any persons, whether a resident of the City or not, traveling from place to place, from House to house, from building to building, or from street to street, and offering or exposing the goods for sale on the public right-of-way, or making sales and delivering articles to purchasers on the public right-of-way, or who, without traveling from place to place, shall sell or offer the same for sale from a wagon, bicycle, automotive vehicle, railroad car, or other vehicle or conveyance on the public right-of-way.

"Commercial Solicitor" or "door-to-door sales person" means any person, whether a resident of the City or nor, traveling from place to place, from house to house, from building to building, or from street to street, and selling goods or taking or attempting to take orders for sale of goods for future delivery, or for services to be furnished or performed in the future, whether or not such individual has, carries or exposes for sale a sample of the subject of such sale or whether he/she is collecting advance payments on such sales or not. The principal focus of this definition is a person selling on a door-to-door basis without prior invitation of the occupant on the premises.

"Group Sales Event" means a temporary event of three (3) consecutive days or less at a fixed location consisting of contiguous selling areas, sponsored or arranged by a person and which includes five (5) or more transient merchants, commonly known as a "flea market", "antique show", "craft show" or other gathering of merchants at a location for three (3) days or less however such gathering is titled. A "sponsor" means a person who coordinates, produces or arranges an event at which five (5) or more transient merchants sell goods from a fixed location for a temporary period of time.

Itinerant Merchant	- \$ 25.00 application fee
	\$200.00 annual fee per location
Peddler & Mobile Foo	d Truck - \$ 25.00 application fee \$200.00 annual fee per peddler
Commercial Solicitor	- \$ 25.00 application fee
	\$200.00 annual fee per solicitor
Group Sales Event	- \$ 25.00 application fee
	\$100.00 annual fee per vendor

Which transient merchant license are you applying for:

1.	Name of Applicant
2.	Name of Business
3.	Permanent Street Address
4.	City, State, Zip Code
5.	Telephone Number
6.	Fax Number
7.	Email Address
8.	Local Street Address
9.	City, State, Zip Code
10.	Local Phone Number
11.	Dates Sales to be Conducted
sup	Name, title, address, telephone number, fax number and email address, of the person having immediate servisory or management responsibility over the applicant's business that is proposed to be carried on in City
13.	Name, email and street address of persons having custody of applicant's financial records
14.	Names of municipalities or governmental units to which the applicant has applied for a transient merchant's license or license of similar character within the twelve (12) months prior to the date of application
15.	List all other State or City permits already applied for or issued
16.	Applicant's employer number for reporting to the Internal Revenue service

### Itinerant Merchants complete this section.

1.	Name of the applicant, if the applicant is a corporation, the name of the officers of the corporation; if the applicant is a partnership, the names of all partners		
2.	Please list the name and ages of all persons who will be selling goods under the license		
3.	Please list location(s) where sale will be conducted		
4.	Have you previously held a license as an Itinerant Merchant in the City of Campaign?		
	If yes when?		
5.	Please list type of goods, wares, merchandise, services, etc. that the applicant intends to sell or offer for sale at the above location		

- 6. Please attach written evidence of the right to occupy a specific location at which the sales activity is proposed, and a site plan if the sale is conducted outside an existing structure showing the sales area and parking areas. If the sale is inside a structure, a parking plan to show compliance with zoning requirements.
- 7. Please attach a bond with guarantees running to the City in the sum of One Thousand Dollars (\$1000.00) executed by the applicant, as principal, with good and sufficient sureties upon which service of process may be made in the State. The bond shall be in force and effect for a one (1) year period after application. Such bond may alternatively be secured by cash deposit. (No bond shall be required of a transient merchant who has held a license for three (3) or more years and has not had, during such period, a transient merchant license suspended or revoked in the City or in any other jurisdiction, or been convicted of an offense which would disqualify such person from receiving a license).
- 8. Please attach copy of the certificate of registration under the State of Illinois Retailers Occupation Tax Act or such information as the State requires to sell goods in the State.

(PLEASE GO TO THE LAST PAGE/SIGNATURE-DATE)

#### **Peddlers & Mobile Food Trucks complete this section.**

1.	Boundaries of the area where peddling will be conducted
2.	Nature of products or service or food type
3.	Name of Manufacturer
4.	Proposed Method of Operation
5.	Have you previously held a license as a Peddler in the City of Champaign?
	If yes, when?
6.	If applying for a license in a congested area, please list area (high school or stadium)
7.	If a motor vehicle is utilized for the sale of food, please list the following:
	Make of Vehicle Year
	Body Style Color
	License Plate Number
	Licensing State
	Driver's License Number

- 8. Please attach a picture of the vehicle, trailer (cart, etc.) you plan to use.
- 9. If vehicle is utilized for the sale of food, attach a copy of your Champaign-Urbana Public Health Permit.
- 10. Please attach a proof of vehicle insurance.
- 11. Please attach a copy of vehicle Registration.
- 12. (Food Peddlers only) Please attach evidence of insurance that applicant is insured in an amount not less than One Hundred Thousand Dollars (\$100,000.00) for property damage and injuries, including injury resulting in death, caused by operation of the business.
- 13. Please attach a bond with guarantees running to the City in the sum of One Thousand Dollars (\$1000.00) executed by the applicant, as principal, with good and sufficient sureties upon which service of process may be made in the State. The bond shall be in force and effect for a one (1) year period after application. Such bond may alternatively be secured by cash deposit. (No bond shall be required of a transient merchant who has held a license for three (3) or more years and has not had, during such period, a transient merchant license suspended or revoked in the City or in any other jurisdiction, or been convicted of an offense which would disqualify such person from receiving a license).
- 14. Please attach copy of the certificate of registration under the State of Illinois Retailers Occupation Tax Act or such information as the State requires to sell goods in the State.

(PLEASE GO TO THE LAST PAGE/SIGNATURE-DATE)

## Commercial Solicitors complete this section.

1.	Have you previously held a license as a Solicitor in the City of Champaign?
	If yes, when?
2.	Please list boundaries of the area where soliciting will be conducted (residential areas, business areas)
3.	Nature of products or service
4.	Name of manufacturer
5.	If employed by someone other than yourself, please list employer's name, address, and phone number

- 6. Please attach a bond with guarantees running to the City in the sum of One Thousand Dollars (\$1000.00) executed by the applicant, as principal, with good and sufficient sureties upon which service of process may be made in the State. The bond shall be in force and effect for a one (1) year period after application. Such bond may alternatively be secured by cash deposit. (No bond shall be required of a transient merchant who has held a license for three (3) or more years and has not had, during such period, a transient merchant license suspended or revoked in the City or in any other jurisdiction, or been convicted of an offense which would disqualify such person from receiving a license).
- 7. Please attach copy of the certificate of registration under the State of Illinois Retailers Occupation Tax Act or such information as the State requires to sell goods in the State.
- 8. Please complete the next page "Authorization for Police Record Search".

(THEN GO TO THE LAST PAGE/SIGNATURE-DATE)

## **Group Sales Event complete this section**.

	Name of the applicant (sponsor), if the applicant is a corporation, the name of the officers of the corporation; if the applicant is a partnership, the names of all partners		
2. Please list location where sale will be	pe conducted		
Please list names, addresses, telephomerchant participants.	one numbers, fax numbers, and State Tax Numbers of all transient		
•	N.		
Name			
Address	Address		
Telephone #			
Fax #	Fax #		
State Tax #	State Tax #		
Name			
Address	Address		
Telephone #	Telephone #		
Fax #	Fax #		
State Tax #	State Tax #		
Name	Name		
Address	Address		
Telephone #			
Fax #	Fax #		
State Tax #			

(Please attach information on additional vendors on a separate page)

- 4. Please attach written evidence of the right to occupy a specific location at which the sales activity is proposed, and a site plan if the sale is conducted outside an existing structure showing the sales area and parking areas. If the sale is inside a structure, a parking plan to show compliance with zoning requirements.
- 5. Please attach a bond with guarantees running to the City in the sum of One Thousand Dollars (\$1000.00) executed by the applicant, as principal, with good and sufficient sureties upon which service of process may be made in the State. The bond shall be in force and effect for a one (1) year period after application. Such bond may alternatively be secured by cash deposit. (No bond shall be required of a transient merchant who has held a license for three (3) or more years and has not had, during such period, a transient merchant license suspended or revoked in the City or in any other jurisdiction, or been convicted of an offense which would disqualify such person from receiving a license).

# ALL COMPLETE THIS SECTION

I certify that the above information is correct to the best of my knowledge.		
Name (please print)	Title	
Signature	Date	
DO NOT WE	ITE BELOW THIS LINE - FOR OFFICE USE ONLY	
DO NOT WRI	TE BELOW THIS LINE - FOR OFFICE USE ONL!	
License No	Date Approved:	
License Fee:	Approved:	
	License Officer	
Mobile Food Truck Generator M	eter Reading	

**REVISED 2/18/15** 

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#### AUTHORIZATION FOR POLICE RECORD SEARCH

I hereby authorize and empower the City of Champaign, Illinois and its agents to conduct a police record search;

SIGNED ON	AT		
	SIGNATURE:		
	NAME:	rot)	(middle int)
	ALIAS NAMES USED (maiden,		
	ADDRESS:		
	PHONE NUMBER:(area code)		
	DATE OF BIRTH:H	EIGHT	WEIGHT
	SOCIAL SECURITY NUMBER:		
DRIVER'S LI	CENSE NUMBER		/(State)